



CALIFORNIA

Technician/AGR Administrative Instruction

National Guard Technicians - CAL NG Active Guard/Reserve

MILITARY DEPARTMENT

P. O. BOX 269101
Sacramento, CA 95826-9101

NUMBER

03-24

16 May 03

NO EXPIRATION DATE

THE WORK NUMBER FOR EVERYONE

1. The Department of Defense offers The Work Number For Everyone, an automated employment verification service that allows you to have your employment and salary verified. This fast secure service is used for mortgage applications, reference checks, loan applications, and apartment leases.

2. The information that will be provided to lenders/verifiers depends on the verification you wished accessed:

a. Basic Verification provides your first name, middle initial, and last name; most recent start or termination date, total time with the Federal government; and job title. To access Basic information, you must provide the lender/verifier with the NGB Code 10365, your social security number and the number to call for their express verification, 1-900-555-WORK.

b. Basic Plus Verification provides all the Basic verification information plus your total rate of pay and pay frequency. To access Basic Plus information, you must provide the lender/verifier with the information for Basic information plus an **authorization code (salary key)**.

c. Full Verification provides all Basic Plus verification plus gross earning year to date for the past 2 years (including base pay and awards). To access Full Verification, you must provide the lender/verifier with the same information you would provide for Basic Plus verification.

3. Call or email the POC listed below to obtain your PIN number. After you receive your PIN, you may obtain an authorization code (salary key), by calling 1-800-EMP-AUTH or go to <http://www.theworknumber.com>. When prompted, enter the NGB Company Code 10365, your social security number, and your PIN. Record the six-digit authorization code for future reference. A maximum of three codes can be active at one time. Each

code can be used only once, by one verifier. The code is active for six months before being deleted from the system. Once you have established an authorization code (salary key), give the lender/verifier your Social Security Number, your employers name, and the authorization code (salary key). The lender/verifier will go to the "verifier area" at www.theworknumber.com for instructions. **DO NOT GIVE A VERIFIER YOUR PIN NUMBER.**

4. There are many benefits to using this service, i.g., easier loan approvals, improved confidentiality, and it is much faster (it takes The Work Number a matter of minutes to verify employment or income). Your personal account is secure and the data protected by using Secure Socket Layers (SSL) encryption, in addition to using identifying data like usernames and passwords. This service is available 7 days a week, 24 hours a day.

5. There is a cost of approximately \$10 for using this service. When the lender/verifier calls the 1-900-555-WORK, the fee will be charged to their phone. If they access your information by using the internet, they will be prompted to use a credit card. This fee is minimal if you need immediate verification of employment and/or income information.

6. For additional information or to receive a PIN or brochure for this service, contact POC Nancy Hamilton at CAGNET 63411, DSN 466-3411, or (916) 854-3411 or email your request to nancy.hamilton@ca.ngb.army.mil.

FOR THE ADJUTANT GENERAL:

/s/

STUART D. EWING
First Lieutenant, CA ANG
Human Resources Management Specialist

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